



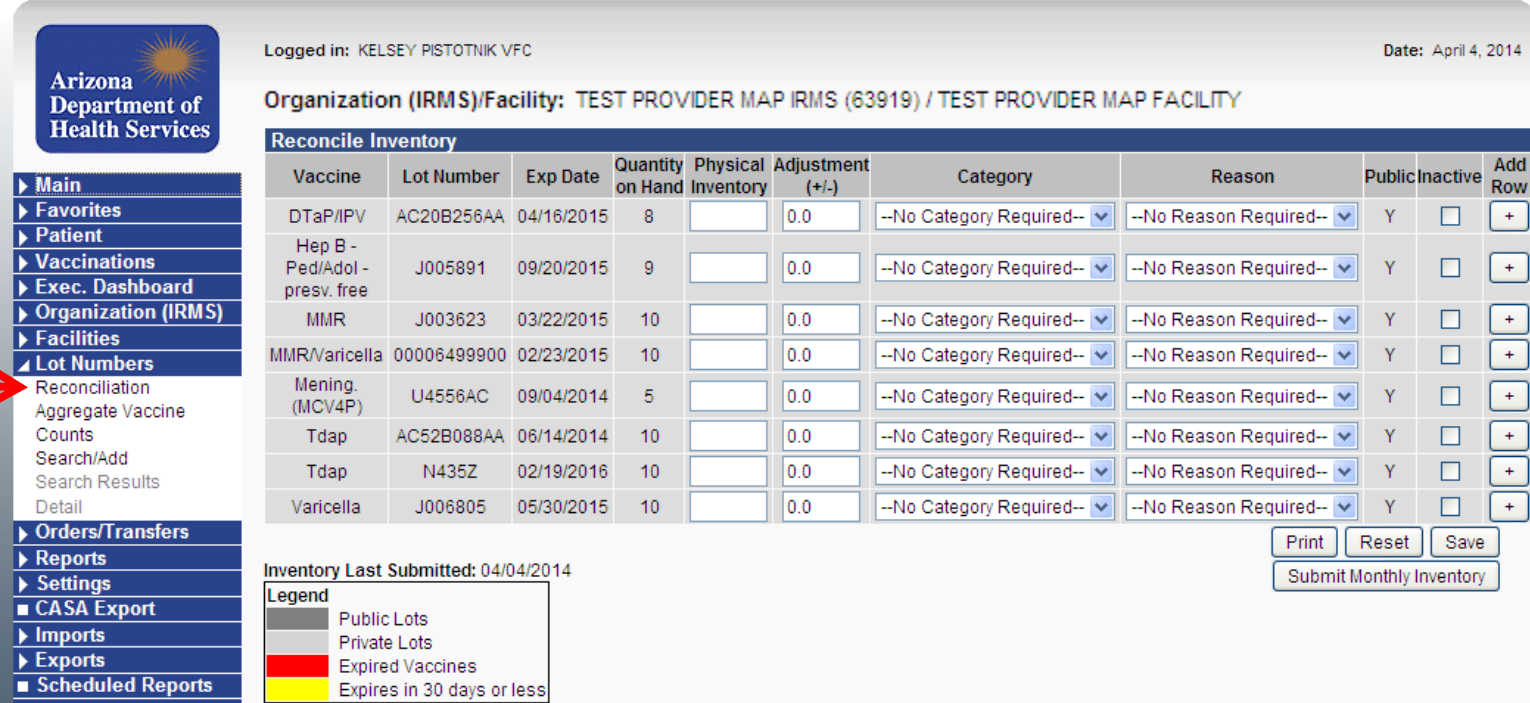
Vaccine Ordering Management System (VOMS) User Guide

April 7, 2014

Inventory Reconciliation

- Inventory Reconciliation is the process of adjusting the ASIIS vaccine inventory to match the physical vaccine inventory in the storage unit. It is used to report doses that did not automatically decrement from the inventory.
- Consider reconciling your inventory daily or weekly. The system is set to prompt you to reconcile every 14 days
- All providers must reconcile their inventory before placing a VFC vaccine order

Under **Lot Numbers** in the navigation bar, click **Reconciliation**. If you need to reconcile your inventory you will see a similar screen like the one below.



Arizona Department of Health Services

Logged in: KELSEY PISTOTNIK VFC Date: April 4, 2014

Organization (IRMS)/Facility: TEST PROVIDER MAP IRMS (63919) / TEST PROVIDER MAP FACILITY

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP/IPV	AC20B256AA	04/16/2015	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hep B - Ped/Adol - prev. free	J005891	09/20/2015	9		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
MMR	J003623	03/22/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
MMR/Varicella	00006499900	02/23/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Mening. (MCV4P)	U4556AC	09/04/2014	5		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	AC52B088AA	06/14/2014	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	N435Z	02/19/2016	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Varicella	J006805	05/30/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+

Inventory Last Submitted: 04/04/2014

Legend

- Public Lots
- Private Lots
- Expired Vaccines
- Expires in 30 days or less

Print Reset Save Submit Monthly Inventory

If your **physical inventory** does not match your **quantity on hand**, you must select the most appropriate reason why they do not match. Select a category and then select a reason. If there are multiple reasons you must click the + symbol in the same row as the vaccine to add a row and choose an additional reason for change.

Reconcile Inventory										
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP/Hep B/IPV	92J92	02/28/2013	2	0	-2.0	Expired	Expired	Y	<input checked="" type="checkbox"/>	+
DTaP/IPV	AC20B256AA	04/16/2015	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hep B - Ped/Adol - presv. free	J005891	09/20/2015	9	8	-1.0	Wasted	Drawn up, not used	Y	<input type="checkbox"/>	
Hep B - Ped/Adol - presv. free	J005891	09/20/2015	8	7	-1.0	Administered	Administered but not linked to a vaccine	Y	<input type="checkbox"/>	+
MMR	J003623	03/22/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
MMR/Varicella	00006499900	02/23/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Mening. (MCV4P)	U4556AC	09/04/2014	5		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	AC52B088AA	06/14/2014	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	N435Z	02/19/2016	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Varicella	J006805	05/30/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+

Inventory Last Submitted: 04/04/2014

Legend
 Public Lots
 Private Lots
 Expired Vaccines
 Expires in 30 days or less

Print Reset Save
 Submit Monthly Inventory

Once you have filled in all of the fields under the physical inventory column, click the **Submit Monthly Inventory** button at the bottom of the page. You must enter a value for **ALL** vaccines listed under physical inventory otherwise, you will get an error message.

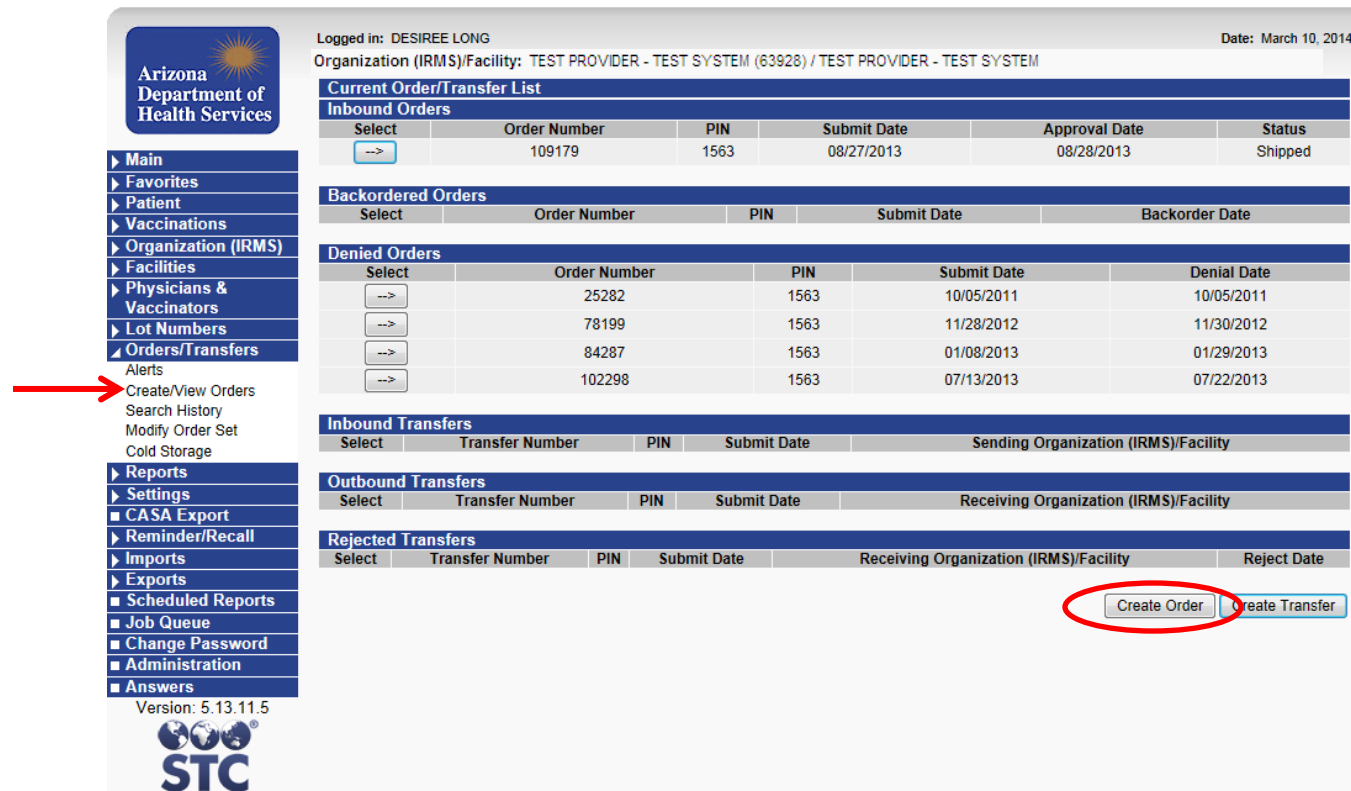
Ordering Vaccines

- Designated users have the permission to order VFC vaccines needed at their facility as well as transfer vaccines to other locations

Before placing your order:

- Perform inventory reconciliation
- Send in your temperature logs to the VFC Vaccine Center
 - Temp logs must be current up to the day before you send them to VFC Vaccine Center
- Make sure it has been a month since your last VFC vaccine order
- Plan ahead - Know which vaccines you need to order

Click **Create/View Orders** under the Orders/Transfers tab. If you have completed your inventory reconciliation you will see the screen below. If not you will be redirected to the reconciliation screen. To begin placing your order, click on the **Create Order** button.



Arizona Department of Health Services

Logged in: DESIREE LONG Date: March 10, 2014
Organization (IRMS)/Facility: TEST PROVIDER - TEST SYSTEM (63928) / TEST PROVIDER - TEST SYSTEM

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	109179	1563	08/27/2013	08/28/2013	Shipped

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
-->	25282	1563	10/05/2011	10/05/2011
-->	78199	1563	11/28/2012	11/30/2012
-->	84287	1563	01/08/2013	01/29/2013
-->	102298	1563	07/13/2013	07/22/2013

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
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Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
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Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date
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[Create Order](#) [Create Transfer](#)

Version: 5.13.11.5

STC

Verify the information in the create order box, then select an **order set** (flu or non-flu). The Doses Used Last Month will be automatically populated based upon the vaccinations that have been recorded (with the lot numbers) in ASIIS by your practice over the last 30 days. The Recommended Quantity is a suggested amount based on the number of vaccines used the previous 30 days. For each vaccine on the page, enter the **Order Quantity**. You must order in increments that are divisible by the dosage. (ex. Hep A 2 dose comes in 6pk 1 dose syringes, you can order 6 or 30 or 66)

Create Order									
Organization (IRMS): TEST PROVIDER - TEST SYSTEM					First Name: NURSE				
Facility: TEST PROVIDER - TEST SYSTEM					Middle Name:				
Phone Number: (602)123-4567					Last Name: NANCY				
Phone Extension: 555					Address: 1245 E HAPPY KIDS RD				
Email: NURSE@TESTSITE.COM					City: PHOENIX				
					State: AZ				
					Zip: 85009				
Monday:	<input checked="" type="checkbox"/>	09:00	17:00		Tuesday:	<input checked="" type="checkbox"/>	09:00	17:00	
Wednesday:	<input checked="" type="checkbox"/>	09:00	17:00		Thursday:	<input type="checkbox"/>	09:00	17:00	
Friday:	<input checked="" type="checkbox"/>	09:00	17:00		Instructions: closed 12-2 for lunch				
PIN: 9999					Order Status: In Progress				
Order Date: 04/04/2014									
Submitter: DESIREE LONG (DESIREE1066)									
Comments:									
Inventory Last Submitted:									
Order Set: VFC PROVIDERS - NON COUNTY / Distributor									
Inventory Transaction Re: --select--									
Order Frequency: Month: 2013 FLU / Distributor									
Order Schedule:									
Order Details									
Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments	
DTaP	DAPTACEL 10PK 1 DOSE VIALS 49281-0286-10	10	21	10	10	<input type="checkbox"/>	--select--		
DTaP	INFANRIX 10PK 1 DOSE TL SYRINGES 58160-0810-52	0	10	20	0	<input type="checkbox"/>	--select--		
DTaP	INFANRIX 10PK 1 DOSE VIALS 58160-0810-11	0	20	10	0	<input type="checkbox"/>	--select--		
DTaP/Hep B/IPV	PEDIARIX 10PK 1 DOSE T-L SYRINGES 58160-0811-52	5	10	10	0	<input type="checkbox"/>	--select--		
DTaP/Hib/IPV	PENTACEL 5PK 1 DOSE VIALS 49281-0510-05	8	15	5	5	<input type="checkbox"/>	--select--		
DTaP/IPV	KINRIX 10PK 1 DOSE T-L SYRINGES 58160-0812-52	0	20	0	20	<input type="checkbox"/>	--select--		
DTaP/IPV	KINRIX 10PK 1 DOSE VIALS 58160-0812-11	6	27	0		<input type="checkbox"/>	--select--		
Hib--PRP-OMP	PEDVAXHIB 10PK 1 DOSE VIALS 00006-4897-00	10	11	0		<input type="checkbox"/>	--select--		
Hib--PRP-T	ACTHIB 5PK 1 DOSE VIALS 49281-0545-05	3	27	10		<input type="checkbox"/>	--select--		

Once you completely filled out the order screen, scroll to the bottom and click **Submit Order**.

Tdap	BOOSTRIX 10PK 1 DOSE SYRINGES 58160-0842-52	0	0	20	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	BOOSTRIX 10PK 1 DOSE VIALS 58160- 0842-11	4	0	20	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>
MMR/Varicella	PROQUAD 10PK 1 DOSE VIALS 00006- 4999-00	8	16	10	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Varicella	VARIVAX 10PK 1 DOSE VIALS 00006- 4827-00	6	42	0	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>

The order will then be sent to the state and be listed as **Pending State Approval** under the status column on the Create/View Orders screen. Pay close attention to the status column and make sure you click on the arrow next to your order regularly to see any comments that may have been added from VFC staff.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
	102515	0059	07/10/2013		Approved
	111408	0059	09/10/2013		Approved
	131039	0059	02/13/2014	02/14/2014	Approved
	131041	0059	02/13/2014		Pending State Approval
Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	






Common Reasons for Denied Orders

- Ordering too frequently
- Not faxing temperature logs to the VFC Vaccine Center before placing your order
- Inventory not reported for all VFC Vaccine received
- Temperature excursions on temperature logs
 - This impacts more than your vaccine order, a Vaccine Center staff member will be contacting you for additional information

Entering VFC Vaccine Shipments into ASIIS

Once you have received your vaccine shipment and put the vaccine in the refrigerator and/or freezer, the shipped vaccine must be entered into your ASIIS inventory immediately. Click the arrow next to the order number to enter the shipped vaccines directly into your ASIIS inventory.

Note: Please do not enter the VFC vaccine manually into ASIIS.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
	97738	0255	06/04/2013	06/05/2013	Shipped
	107032	0255	08/13/2013	08/19/2013	Shipped
	112482	0255	09/19/2013	09/24/2013	Shipped
	113499	0255	09/27/2013	10/02/2013	Shipped
Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	
Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	
	112819	0255	09/19/2013	10/09/2013	
Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility	
Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	
Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date
<div>Create OrderCreate Transfer</div>					

Enter the **Receipt Quantity** (amount received) and the **Rejected Quantity** (the amount rejected by your practice, if any). If you reject any vaccines you **must** select a reason for rejecting the vaccine. The **Manufacturer**, **Lot #**, and **Expiration Date** will automatically be populated. Click the **Receive** button when completed.

Receiver: DESIREE LONG (DESIREE1066)
 Original Order#: 97738
 Comments:


 Order Set / Order Type: VFC PROVIDERS - NON COUNTY / Distributor

Order Details							
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
5	<input type="text" value="5"/>	<input type="text" value="0"/>	Hib--PRP-T	SANOFI PASTEUR	UH969AA	03/23/2015	--select--
Comments						Tracking #	--select--
10	<input type="text" value="10"/>	<input type="text" value="0"/>	HPV, quadrivalent	MERCK-MSD	H020901	07/05/2015	Shipment is damaged Shipment is incomplete Shipment was not ordered Damaged during state shipment
Comments						Tracking #	
10	<input type="text" value="10"/>	<input type="text" value="0"/>	DTaP	SANOFI PASTEUR	C4508AA	04/03/2016	--select--
Comments						Tracking #	798157274590
10	<input type="text" value="10"/>	<input type="text" value="0"/>	Pneumococcal, PCV-13	PFIZER, INC-PFR	H08093	03/31/2015	--select--
Comments						Tracking #	798157274590

If all vaccines have been successfully entered into your ASIIS inventory, the **Inbound Orders** queue will be empty as shown below.

Current Order/Transfer List						
Inbound Orders	Select	Order Number	PIN	Submit Date	Approval Date	Status
Backordered Orders						
	Select	Order Number	PIN	Submit Date	Backorder Date	
Denied Orders						
	Select	Order Number	PIN	Submit Date	Denial Date	
Inbound Transfers						
	Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility	
Outbound Transfers						
	Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	
Rejected Transfers						
	Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date

Frozen vaccines are shipped separately from refrigerated VFC vaccines. If your order contains frozen vaccine, you will not receive it with the refrigerated vaccine shipment. The frozen vaccine must be rejected when you receive the refrigerated vaccine shipment. In the example below we have entered the **Receipt Quantity** as “0” and the **Rejected Quantity** as “10” (equal to the order amount) because the shipment did not contain the Varicella vaccine. From the drop down under **Reason for Rejecting** select **Shipment is incomplete**.



- Main
 - Home
 - Logout
 - Select IRMS
 - Select Facility
 - Select VFC Pin
- Favorites
- Patient
- Vaccinations
- IRMS
- Facilities
- Physicians & Vaccinators
- Lot Numbers
- Orders/Transfers
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 - Create/View Orders
 - Search History
 - Modify Order Set
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- Settings
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- Reminder Recall
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- Exports
- Scheduled Reports

Logged in: JASON ROGERS
 IRMS: ABC CLINIC (10146)

Date: May 23, 2012

Receive Order
 IRMS: ABC CLINIC
 Facility:
 Order Number: 719
 VFC PIN: 10146
 Order Date: 05/23/2012
 Submitter: JASON ROGERS (JASON)
 Receiver: JASON ROGERS (JASON)
 Original Order#: 719
 Comments: ENTER COMMENTS HERE

Contact Name:
 Address: 1234 LEMON STREET
 PHOENIX, AZ 85041
 Instructions: CLOSED FOR LUNCH
 Order Status: APPROVED
 Approver: JASON ROGERS (JASON)

Order Set / Order Type: PEDIATRICIAN'S OFFICE / Distributor

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
10	0	10	Varicella	--select--			Shipment is incomplete
Comments							
10	10	0	DTaP	GLAXOSMITHKLI	samplelot	06/01/2013	--select--
Comments							
20	20	0	IPV	SANOFI PASTEUR	samplelot	07/30/2013	--select--
Comments							

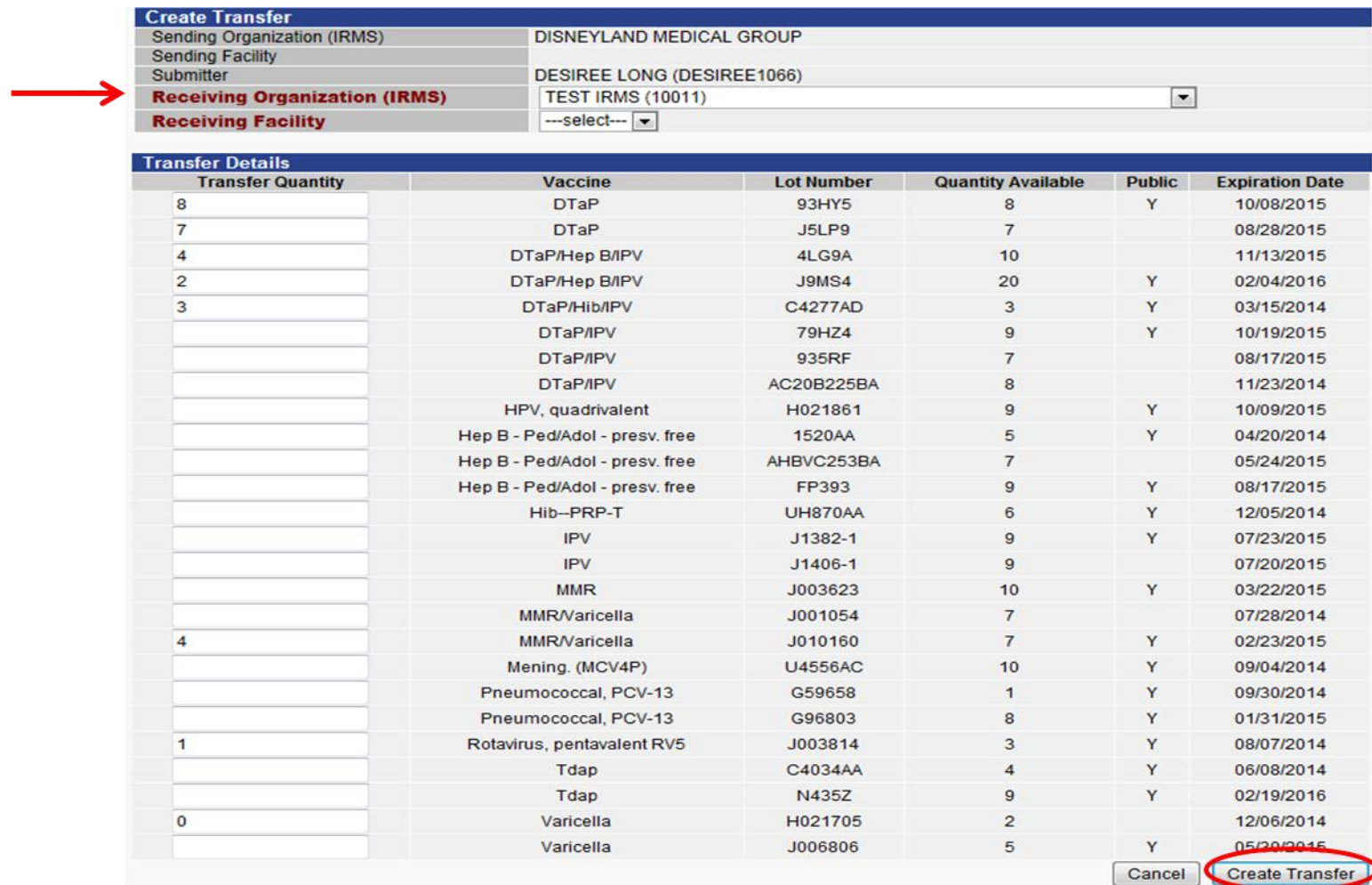
Vaccine Transfers

To create a vaccine transfer request, select Create Transfer from the Current Order/Transfer List.
Note: The vaccine(s) you would like to transfer must be available in your 'Reconcile Inventory' menu.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	
Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	
Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility	
Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	
Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date

Next, select the provider site that will be receiving the vaccine transfer from the **Receiving IRMS** drop down. Enter the number of doses for each vaccine you will transfer. After entering the transfer quantity, click **Create Transfer**.

Frozen vaccines cannot be transferred without approval from the Vaccine Center.



Create Transfer

Sending Organization (IRMS)	DISNEYLAND MEDICAL GROUP
Sending Facility	
Submitter	DESIREE LONG (DESIREE1066)
Receiving Organization (IRMS)	TEST IRMS (10011) ▼
Receiving Facility	---select--- ▼

Transfer Details

Transfer Quantity	Vaccine	Lot Number	Quantity Available	Public	Expiration Date
8	DTaP	93HY5	8	Y	10/08/2015
7	DTaP	J5LP9	7		08/28/2015
4	DTaP/Hep B/IPV	4LG9A	10		11/13/2015
2	DTaP/Hep B/IPV	J9MS4	20	Y	02/04/2016
3	DTaP/Hib/IPV	C4277AD	3	Y	03/15/2014
	DTaP/IPV	79HZ4	9	Y	10/19/2015
	DTaP/IPV	935RF	7		08/17/2015
	DTaP/IPV	AC20B225BA	8		11/23/2014
	HPV, quadrivalent	H021861	9	Y	10/09/2015
	Hep B - Ped/Adol - presv. free	1520AA	5	Y	04/20/2014
	Hep B - Ped/Adol - presv. free	AHBVC253BA	7		05/24/2015
	Hep B - Ped/Adol - presv. free	FP393	9	Y	08/17/2015
	Hib--PRP-T	UH870AA	6	Y	12/05/2014
	IPV	J1382-1	9	Y	07/23/2015
	IPV	J1406-1	9		07/20/2015
	MMR	J003623	10	Y	03/22/2015
	MMR/Varicella	J001054	7		07/28/2014
4	MMR/Varicella	J010160	7	Y	02/23/2015
	Mening. (MCV4P)	U4556AC	10	Y	09/04/2014
	Pneumococcal, PCV-13	G59658	1	Y	09/30/2014
	Pneumococcal, PCV-13	G96803	8	Y	01/31/2015
1	Rotavirus, pentavalent RV5	J003814	3	Y	08/07/2014
	Tdap	C4034AA	4	Y	06/08/2014
	Tdap	N435Z	9	Y	02/19/2016
0	Varicella	H021705	2		12/06/2014
	Varicella	J006806	5	Y	05/20/2015

Cancel Create Transfer

The transfer request can now be viewed in the Current Order/Transfer List in the **Outbound Transfers** queue. Vaccines cannot be physically transferred until the outbound transfer request has been approved by the Vaccine Center. You will be responsible for the vaccines until the transfer request has been approved.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	
Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	
<input type="button" value="-->"/>	104541	000001	07/26/2013	07/29/2013	
Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility	
Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	
<input type="button" value="-->"/>	20561	TEST	04/03/2014	TEST IRMS	
Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date
<div>Create OrderCreate Transfer</div>					

Receiving a Vaccine Transfer

To accept an approved transfer, select **Create/ View Orders** from the **Orders/Transfers** tab in the navigation bar. The approved transfer will appear in the **Inbound Transfers** queue. To enter the transfer into your inventory within ASIIS, click the arrow next to the transfer number as shown below.

Organization (IRMS): TEST IRMS (10011)

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status

Backordered Orders				
Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders				
Select	Order Number	PIN	Submit Date	Denial Date
-->	102421	TEST	07/15/2013	07/18/2013
-->	102983	TEST	07/17/2013	07/17/2013
-->	109792	TEST	08/30/2013	08/30/2013

Inbound Transfers				
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
-->	20561	000001	04/03/2014	DISNEYLAND MEDICAL GROUP

Outbound Transfers				
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility

Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date

Create Order Create Transfer

Enter the **receipt quantity** and the **rejected quantity** and click **Receive** to complete the vaccine transfer. **Note:** The sending provider is responsible for the vaccines until this step has been completed.

Receive Transfer									
Transfer Number	20561								
Submit Date	04/03/2014								
Submitter	DESIREE LONG (DESIREE1066)								
Approval Date	04/03/2014								
Approver	STEVEN MARTINEZ (STEVEN1066)								
Receiver	DESIREE LONG (DESIREE1066)								

Transfer Details									
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for rejecting
5	<input type="text" value="5"/>	<input type="text" value="0"/>	DTaP/Hep B/IPV	SKB	AC21B408AA	01/23/2015		Creating a New Lot	--select--
4	<input type="text" value="4"/>	<input type="text" value="0"/>	IPV	PMC	H13401	06/30/2014		Creating a New Lot	--select--

Once you have received the transfer, you will be automatically directed back to the Current Order/Transfer List. The inbound transfer has now been cleared under the **Inbound Transfer** queue. The transferred vaccine is now in the receiving provider's ASIIS inventory and subtracted out of the senders' ASIIS inventory.

Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	
-->	102421	TEST	07/15/2013	07/18/2013	
-->	102983	TEST	07/17/2013	07/17/2013	
Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility	
Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	
Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date
			Create Order Create Transfer		